

IMPULSE

“Moving S&MA Forward through Information Management”

Published periodically by the Information Management group to inform MSFC S&MA support contract employees of Automated Data Processing issues, procurements, requests and news.

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URGENT ccMAIL NOTICE

CSC has issued notification of a change in policy regarding ccMail management. The policy change may significantly impact individual employees' access to information, so PLEASE pay attention to the notice which is included below in its entirety.

The ccMail Post Office databases containing ccMail messages are growing at an enormous rate. In order to control costs of the Center's electronic mail service, please use the following guidelines for electronic mail messages:

- (1) Delete messages you don't need to keep and move those you want to keep to your local hard disk or floppy disks (not other fileserver space).*
- (2) ccMail should be used for no more than a 1 week buffer to keep messages.*
- (3) Clean-up of messages is to be completed by COB June 28, 1996.*

Since current ccMail Post Offices have become administratively unmanageable due to the volume of old messages, administrative procedures to shrink these Post Office databases will be put in place beginning July 6th. These procedures follow:

- (1) A procedure to automatically delete all mail in your "Trash Folder" older than 3 days.*
- (2) A procedure to delete all mail in your "Message Log" older than 30 days.*
- (3) A procedure to delete all mail in your "Inbox" and "Folders" that exist on the server older than 60 days.*
- (4) NOTE: This will affect your "Draft" folder. Please save ONLY your drafts as Achieves to be used later.*

How to File Messages (PC):

It would be beneficial to set up a directory structure in the form of DRAWER/FOLDER/DOCUMENT to save messages. You may then click on File/Save As and store the document where you want, and select the name that you wish to call the document. These directions will store the ccMail message as a text files (DOCUMENT#). Save the attachments of the messages separately!

How to File Messages (MAC):

It would be beneficial to set up a new folder on the MacIntosh desktop with a name like "Mail Messages". You will need to open ccMail, the Inbox, and the message that needs to be saved. To save the text portion of the message, Click once on the text icon such as "Text_1" or "Attach01" in the upper right-hand box. Under the FILE menu in ccMail, select the "Save Item to Disk" command. Open the new folder that you created (Mail Messages) and give the text item a new name in the "Save As" box. Click the save button. Repeat this activity for any other mail messages and/or attachments.

*These automated Post Office clean-up procedures will start on **July 6, 1996** and continue every weekend.*

Please contact your Customer Representative or the Help Desk (544-1771) for any assistance.

IM IS FULLY STAFFED!

Rick Kuhn, previously of Intergraph, is the newest member of the Information Management group. Rick is familiar with Office products and NT technology. Along with assisting help desk functions, Rick will be developing ACCESS and Visual Basic applications. He has already handled a crisis or two, filling in the knowledge gaps of the existing IM organization. Welcome Rick to the organization!

HARDWARE & SOFTWARE ANNOUNCEMENTS

PROCUREMENT UPDATE

As you know, we're awaiting arrival of 29 WPS/DDS compatible computer workstations and an NT server. According to the last information we've received from CSC, the procurement was released for open bid. Bids have been received. We're being promised receipt in mid-July. A phased installation will begin at that time, and some users will switch from WPS to DDS. Migration of user accounts, applications and data is being coordinated. The migration should be transparent to the user.

Included in installation plans is a waterfall replacing outdated hardware with newly available WPS capable hardware. The installation and migration will take some time to complete, but we should all have vastly improved computing capability upon completion.

BACKUP POLICY CHANGE

The Information Management group will no longer perform routine backups of individual PC hard drives. Servers will continue to be backed up routinely. Necessary files should either be stored on disks or on WPS or the internal Novell server.

"WAZZU" VIRUS ENCOUNTERED

A bulletin was recently issued throughout NASA warning personnel about a version of the infamous Microsoft Word Concept Virus called "Wazzu". Wazzu, which modifies document contents, is propagated via MS-Word documents and can be delivered through any transport method. Affected documents insist on being saved in the template directory. If you are a WPS user, you should have the Word Macro Virus Utility installed. If you have not installed the Utility or if you are a non-WPS Word user, contact an IM representative for instructions or assistance. With the utility installed, you will be protected from the virus if you use the Open command to access files. There is no means of eradicating the virus from an infected document once it has been corrupted.

NOTEBOOK COMPUTER SCAM

All S&MA travelers who carry notebook computers need to be aware of the following notebook computer scam. This alert was issued by MSFC's Chief Information Officer.

We've recently learned of a hustle that's being employed at airports all across the country to steal laptop computers. It involves two persons who look for a victim carrying a laptop and approaching a metal detector. They position themselves in front of the unsuspecting passenger. They stall until the mark puts the laptop computer on the conveyer belt. Then the first subject moves through the metal detector easily. The second subject sets off the detector and begins a slow process of emptying pockets, removing jewelry, etc. While this is happening, the first subject takes the laptop as soon as it appears on the conveyor belt and moves away quickly. When the passenger finally gets through the metal detector, the laptop is gone. The subject that picks it up heads into the gate area and disappears among the crowd. Sometimes a third subject will take a hand off from the first subject and the computer is out of the restricted area before the mark even knows that it is gone.

This is becoming a widely practiced problem and is happening at airports everywhere. When traveling with a laptop computer, try to avoid lines to enter a metal detector when possible. When you can't do that, delay putting your luggage and laptop on the conveyor belt until you are sure that you will be the next person through the metal detector. As you move through the metal detector, keep your eyes on the conveyor belt and watch for your luggage and laptop to come through, as well as watching for what those in front of you are picking up.

REQUEST FORM SUMMARY

TO DATE

315	Total Requests Submitted
311	Requests Closed